



CITY of BEVERLY RECREATION DEPARTMENT

55 Ober Street
David S. Lynch Park
Beverly, Massachusetts 01915
Phone (978) 921-6067
Fax (978) 927-1386

Mayor
Michael P. Cahill
Director
Bruce M. Doig
Assistant Director
Jon Paddol

February 24, 2021

Employment Opportunities

The **Beverly Recreation Department** is seeking to fill many employment and volunteer opportunities during the summer season in 2021.

Summer/Seasonal: Deadline for applications is **Thursday, March 25, 2021 @ 4:30PM** for all summer positions: lifeguards, park instructors, camp counselors, bathhouse attendant/rangers, parking lot gate attendants, clerical, and supervisory positions. Applications received after the March 25th deadline will be considered "late" and will only be eligible for consideration if insufficient applications are received or additional positions become available. Applicants must be 16 years old by **June 28, 2021**. Interviews are required for all qualified applicants. Most positions will be staffed from **June 28, 2021 to August 20, 2021**. Some positions are staffed from Memorial Day to Labor Day. ***Priority is given to those applicants who can commit to the entire season.***

Questions can be directed to the Beverly Recreation Department via email: bevrec@beverlyma.gov or by telephone: (978) 921-6067.

The Beverly Recreation Department is an equal opportunity employer.

- **Summer/Seasonal (Paid positions)**

Bathhouse Attendant/Ranger: (4 positions) Rangers needed Monday-Friday (8am-3pm or 3pm-8pm) to be responsible for the care of Lynch Park, the safety of its patrons and to enforce the rules of the park. Duties include but are not limited to: public assistance/relations, cleaning public restrooms, raking, sweeping, and basic maintenance. Weekend shifts are also available.

Parking Lot Gate Attendant: (4 positions) Parking attendants needed Monday-Friday (9am-4pm) and Saturday & Sunday (8am-5pm) to be responsible for the parking lot at Lynch Park. Duties include, but are not limited to: public assistance/relations, collecting parking fees, distributing resident stickers, light record keeping, and basic upkeep.



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Lifeguards: (12 positions) Lifeguards are needed for 4 of the city's public beaches. Applicants must have current CPR, First Aid, and Lifeguard Training certification, or be in the process of receiving/renewing their certification. Beaches are guarded from mid-June to late August 7 days a week from 10:00AM to 5:00PM. Priority is given to those applicants who can commit to the entire season. Scheduling can be flexible. Weekend positions are available. Full-time lifeguard schedule includes 5 days including some weekend shifts. Some part-time positions may be available. Responsibilities include, but are not limited to: patrolling the beaches, public assistance/relations, being responsible for the safety of beach patrons through rule enforcement and general beach maintenance (i.e. raking, debris removal, etc.). ***Positions include 2 Head Lifeguards. Head Guards are responsible for training, scheduling and supervising all guards at all staffed beaches (Lynch Park, Dane Street Beach).***

Camp Director: (4 positions) Four camp programs: Tiny Tykes (Ages 3-5), ACME Jr. (Grades 1-2), ACME Fun Camp (Grades 3-5), and Adventure Camp (Grades 6-8). These positions offer an excellent opportunity for education students or teachers in particular, but all majors are encouraged to apply. Tiny Tykes, ACME Jr., ACME Fun and Adventure camps run all day. Camps run five days a week from 9:00AM to 3:00PM. All camps run for eight weeks during the summer.

Directors are needed to plan the camp activities and trips and to supervise all camp staff and activities. Duties include but are not limited to working with the camp counselors to implement the scheduled activities for each camp, leading camp activities, setup/breakdown of activity equipment, cleaning up after activities, and assigning children to groups.

Camp Counselor: (24 positions) Four camp programs: Tiny Tykes (Ages 3-5), ACME Jr. (Grades 1-2), ACME Fun Camp (Grades 3-5) and Adventure Camp (Grades 6-8). These positions offer an excellent opportunity for education students or teachers in particular, but all majors are encouraged to apply. Tiny Tykes, ACME Jr., ACME Fun and Adventure camps run all day. Camps are run five days a week from 9:00AM to 3:00PM, although there may be a limited number of three day a week positions. All camps run for eight weeks during the summer.

Counselors are needed to work with the Camp Directors and implement the scheduled activities for each camp. Duties include but are not limited to organizing and leading camp activities, setup/breakdown of activity equipment, cleaning up after activities, and monitoring children in your assigned groups.

Park Program Director: (1 position) The Park Program Director is responsible for planning and supervising all park program activities. 12 parks will be staffed throughout Beverly. Reliable transportation is required to visit parks on a daily basis. Duties include but are not limited to: interviewing park instructor candidates and recommending candidates for hire, ordering park supplies, visiting all parks on a regular basis and



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supervising/supporting all park instructors, holding weekly staff meetings, evaluating park instructors throughout the summer and at the end of the season, assisting with the planning and implementation of special events and reporting issues to the Recreation Director as needed. This is a 35-hour per week position. Playgrounds are staffed Mondays, Tuesdays, Wednesdays, and Fridays (8:30am-12:00pm). Thursday is a special event day, which takes place at Lynch Park and is a full day (8am-4pm). Staff meetings take place Mondays at 1:00pm. After park staffing hours, the Park Supervisor is expected to work with the Recreation Department staff to plan events as needed.

Park Instructor: (26 positions) Park Instructors work in pairs and are responsible for running games and arts and crafts activities at various playgrounds throughout the city. Children in the parks program come voluntarily, making it somewhat different from a traditional camp setting. Playgrounds are staffed Mondays, Tuesdays, Wednesdays, and Fridays (8:30am-12:00pm). Thursday is a special event day, which takes place at Lynch Park and is a full day (8am-4pm). Staff meetings take place Mondays at 1:00pm. ***Two of these positions will be substitutes who will be assigned to parks or camps daily as needed.***

CIT Program Director: (1 position) The Counselor In Training Program Director will train and supervise all CITs at the parks and in camps. Duties include but are not limited to: interviewing CIT candidates and recommending candidates assignments, ordering CIT supplies, training CITs, visiting all parks on a regular basis and supervising/supporting all CITs, holding weekly CIT meetings, evaluating CITs throughout the summer and at the end of the season, assisting with the planning and implementation of special events and reporting issues to the Recreation Director as needed. This is a 35-hour per week position. Parks are staffed Mondays, Tuesdays, Wednesdays, and Fridays (8:30am-12:00pm). Thursday is a special event day, which takes place at Lynch Park and is a full day (8am-4pm). Camp hours are from 9am-3pm Monday-Friday. CIT meetings can be scheduled as convenient for the group. ***Reliable transportation is required to visit parks on a daily basis.***

Special Events Coordinator: (2 positions) Two people will work with the Park Program Director, CIT Program Director and the Camp Directors to plan Special Events Days at Lynch Park. Special Events run on Thursdays. The Special Events Coordinator will spend time each week planning events and leading the special events each Thursday.

Inclusion Director: (1 position) The Inclusion Coordinator is responsible for inspiring and motivating the community to develop effective ways of overcoming barriers to participation in Beverly Recreation summer programs and promoting effective interactions for children and staff members with specific needs. Working closely with campers, camper families, counselors, directors, and administration, s/he will oversee Beverly Recreation's inclusive provision, ensure inclusion of all individuals that participate, and promote approaches that raise the quality and achievements of our inclusive programs for all children. Their goal is to develop and



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coordinate accommodations and support for individuals with disabilities to create an overall positive experience for staff and campers.

Medical Coordinator: (2 positions) Two people will work with Recreation Department camp directors and camp staff to gather MA health forms and medical records for each camper before they attend day camps as required by state laws and camp regulations. This coordinator will also work with Beverly Health Department personnel to provide medical information as needed for camp licensure. All medications required by campers will be documented, stored and administered through the Medical Coordinator and the coordinator will work with camp directors to ensure that all necessary medications are provided for the campers while away from Lynch Park, including field trips and overnights. As part of the medical documentation, the Medical Coordinator will track any camper allergies and provide all pertinent information regarding allergies and necessary medications to the camp directors to ensure everyone is aware of all precautions and preparations needed to ensure camper safety. Medical Coordinator hours are 8:30am-3:00pm Monday-Friday. This position will need to begin working to gather medical information by 5/28/21 and work through the end of the camp season on 8/20/21.

- **Counselors in Training (Non-paid volunteers)**

CITs: (40 positions) As in years past, the Beverly Recreation Department is seeking **volunteers** to work as Counselors in Training and assist Park Instructors and Camp Directors through the summer of 2021. All volunteers must be 13 years of age by **July 1, 2021**. CIT applications are available at the Beverly Recreation Department and must be received by **May 3, 2021**. On a regular basis, the CIT Program Director will supervise all CITs at their assigned parks or camps. Duties include but are not limited to: setting up snacks, breaking down and cleaning up after games and arts & crafts, even planning and running their own games and crafts.

All Volunteer/CIT positions are non-paid positions.